



Illinois Department of Revenue

# IDR-916 Signature Declaration

## Step 1: Provide the following information

\_\_\_\_\_  
Name as shown on return

\_\_\_\_\_  
Identification number (Social Security, Federal employer identification, or Illinois business tax number)

\_\_\_\_\_  
Address

\_\_\_\_\_  
Account period ending

\_\_\_\_\_  
City, State, Zip

Tax Type (Please check one.)

☐ Individual Income Tax ☐ Sales Tax

☐ Business Income Tax

☐ Withholding Income Tax

(       )  
\_\_\_\_\_  
Daytime telephone number

## Step 2: Complete the "Signature Declaration"

You must sign a "Signature Declaration" and return it to us if we sent you a notice that you filed an original return, an amended return, or any other document that was required to be verified under penalties of perjury, and you did not sign it.

If we requested your signature, you may use the "Signature Declaration" below to provide it. Please sign and date the "Signature Declaration," and return it to us by fax or mail. Our fax number and mailing address are listed below.

If you **do not** provide us with a properly completed and signed "Signature Declaration," you may be assessed penalties and interest. For more information on penalties and interest, see Publication 103, Uniform Penalties and Interest.

## Signature Declaration

Under penalties of perjury, I declare that I did examine the document I filed and that it, including any accompanying schedules and statements, was to the best of my knowledge and belief true, correct, and complete. I request that this document become a permanent part of my return.

\_\_\_\_\_  
Your signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Spouse's signature

\_\_\_\_\_  
Date

(required **only** for a joint Individual Income Tax return)

Illinois Department of Revenue  
Account Management Division  
PO Box 19041  
Springfield, IL 62794-9041

217 524-9001 fax

**If we requested your signature, please sign the "Signature Declaration" and return this page by fax or mail.  
Do not use this form unless we requested a "Signature Declaration" from you.**